Application for Lyris List Manager Mailing List

For UMB Faculty and Staff Only

Please print clearly or type

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<tr>
<th>Department</th>
<th>Date</th>
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Name of List *(will be used in the form of name@lists.umb.edu)*

Type of List:  
☐ Moderated (a list owner must approve each message sent to the list)  
☐ Closed (only the owner may post to the list)

One-line Description of List *(will appear on the list’s web site)*

Primary List Owner:  
Name  
E-Mail Address *(must be @umb.edu)*  
Telephone  
Signature

Secondary List Owner:  
Name  
E-Mail Address *(must be @umb.edu)*  
Telephone  
Signature

Important Information
1. All lists must have two owners who are UMB staff or faculty.
2. If either of the list owners leaves UMB, they must notify the IT Service Desk of the change and report the name of the replacement list owner. If this is not done, the list will be disabled.
3. All list potential list members must have their subscription request approved by the list Administrator.
4. All lists must be Moderated or Closed.

RETURN COMPLETED FORM TO:  
IT Service Desk, 3rd floor, Healey Library

For IT use only

Ticket number:
Form rec’d:  pw1:
List created:  pw2:
Init:  Comments: